

WASHOE COUNTY HEALTH DISTRICT

ADMINISTRATIVE HEALTH SERVICES DIVISION



Public Health
Prevent. Promote. Protect.

CM/ACM _____
Finance DN
DA N/A
Risk Mgt. N/A
HR N/A
Other N/A

STAFF REPORT

BOARD MEETING DATE: September 23, 2014

DATE: August 28, 2014

TO: Board of County Commissioners

FROM: Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, pbuxton@washoecounty.us

THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417, aheenan@washoecounty.us

SUBJECT: Approve amendments totaling an increase of \$24,049 in both revenue and expense to the FY15 CDC Public Health Preparedness Federal Grant Program, IO 10713; and if approved direct the Comptroller's office to make the appropriate budget adjustments.
(All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period July 1, 2014 through June 30, 2015 in the total amount of \$685,505 in support of the CDC Public Health Preparedness Grant Program. A copy of the face page of the Notice of Subgrant Award is attached.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

District Board of Health strategic priority: Protect population from health problems and health hazards.

This item supports the Epidemiology and Public Health Preparedness (EPHP) Division's mission to strengthen the capacity of public health infrastructure to detect, assess, and respond decisively to control the public health consequences of bioterrorism events or any public health emergency.

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

615

BACKGROUND

The Nevada Division of Public and Behavioral Health awarded the Public Health Preparedness Program \$685,505 for the budget period July 1, 2014 through June 30, 2015. Funds will be used to support personnel, travel, other professional services, and operating expenditures. Items include but are not limited to: hydration and nutrition (water/juice/coffee and snacks/light lunch) to be provided for participants in training exercises, meetings and other grant activities to ensure continuity of active participation; Incentives (non-cash value gift cards such as Walmart, Starbucks, etc) to be provided to preparedness training facilitators, etc. who volunteer their time training staff; incentives for meeting and training participants.

The FY15 CDC Budget was adopted with \$659,971 in revenue (\$619,651 direct and \$40,320 indirect.) The total award amount is \$685,505 (\$643,700 direct and \$41,805 indirect). A budget amendment in the amount of \$24,049 is necessary to bring the Notice of Subgrant Award into alignment with the direct program budget. A budget adjustment is not necessary for the indirect revenue.

The District Board of Health approved this budget amendment at their August 28, 2014 meeting.

FISCAL IMPACT

Should the Board approve these budget amendments, the adopted FY 15 budget will be **increased by \$24,049** in the following accounts:

<u>Account Number</u>		<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-10713	-431100	Federal Revenue	\$24,049
		Total Revenue	\$24,049
2002-IO-10713	-701300	Overtime	900
2002-IO-10713	-701412	Salary Adjustment	11,070
2002-IO-10713	-705360	Benefit Adjustment	4,540
2002-IO-10713	-710100	Professional Svcs	(856)
2002-IO-10713	-710110	Contracted/Temp Services	6,678
2002-IO-10713	-710210	Software Maintenance	(1,050)
2002-IO-10713	-710300	Operating Supplies	100
2002-IO-10713	-710334	Copy Machine Expense	610
2002-IO-10713	-710350	Office Supplies	500
2002-IO-10713	-710360	Postage	40
2002-IO-10713	-710500	Other Expense	50
2002-IO-10713	-710502	Printing	1,000
2002-IO-10713	-710508	Telephone Land Lines	2,393
2002-IO-10713	-710509	Seminars and Meetings	(800)
2002-IO-10713	-710512	Auto Expense	291
2002-IO-10713	-710519	Cell phone	420
2002-IO-10713	-710872	Food Purchases	25
2002-IO-10713	-711114	Equip Srv O & M	9
2002-IO-10713	-711210	Travel	(1,971)
2002-IO-10713	-711504	Equipment nonCapital	100

Total Expenditures \$24,049

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$24,049 in both revenue and expense to the FY15 CDC Public Health Preparedness Federal Grant Program, IO 10713; and if approved direct the Comptroller's Office to make the appropriate budget adjustments.

POSSIBLE MOTION


Move to approve amendments totaling an increase of \$24,049 in both revenue and expense to the FY15 CDC Public Health Preparedness Federal Grant Program, IO 10713; and if approved direct the Comptroller's Office to make the appropriate budget adjustments.



State of Nevada
Department of Health and Human Services
Division of Public & Behavioral Health
(hereinafter referred to as the Division)

HD #: **14587**
Program #: **CDC08-14**
Budget Account: **3218**
Category: **22**
GL: **8516**
Job Number: **9306914**

NOTICE OF SUBGRANT AWARD

Program Name: Public Health Preparedness (PHP) Preparedness, Assurance, Inspections and Statistics (PAIS) Division of Public & Behavioral Health (DPBH)		Subgrantee Name: Washoe County Health District (WCHD)																									
Address: 4150 Technology Way, Suite #200 Carson City, NV 89706-2009		Address: 1001 East Ninth Street / PO Box 11130 Reno, NV 89520																									
Subgrant Period: July 1, 2014 through June 30, 2015		Subgrantee's: EIN: 88-6000138 Vendor #: T40283400Q Dun & Bradstreet: 073786998																									
Purpose of Award: Funds are intended to demonstrate achievement in the following Public Health Preparedness Capabilities: #1 - Community Preparedness, #2 - Community Recovery, #3 - Emergency Operations Coordination, #4 - Emergency Public Information and Warning, #5 - Fatality Management, #6 - Information Sharing, #8 - Medical Countermeasure Dispensing, #11 - Non-Pharmaceutical Interventions, #13 - Public Health Surveillance and Epidemiological Investigation, #14 - Responder Safety and Health and #15 - Volunteer Management, according to the CDC Grant Guidance.																											
Region(s) to be served: <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: Washoe County																											
Approved Budget Categories: <table border="1"><tr><td>1. Personnel</td><td>\$</td><td>607,889</td></tr><tr><td>2. Contractual/Consultant</td><td>\$</td><td>16,078</td></tr><tr><td>3. Travel</td><td>\$</td><td>3,820</td></tr><tr><td>4. Equipment</td><td>\$</td><td>0</td></tr><tr><td>5. Supplies</td><td>\$</td><td>3,000</td></tr><tr><td>6. Other</td><td>\$</td><td>12,913</td></tr><tr><td>7. Indirect</td><td>\$</td><td>41,805</td></tr><tr><td>Total Cost:</td><td>\$</td><td>685,505</td></tr></table>		1. Personnel	\$	607,889	2. Contractual/Consultant	\$	16,078	3. Travel	\$	3,820	4. Equipment	\$	0	5. Supplies	\$	3,000	6. Other	\$	12,913	7. Indirect	\$	41,805	Total Cost:	\$	685,505	Disbursement of funds will be as follows: Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$685,505 during the subgrant period.	
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Source of Funds: <table border="1"><tr><td>1. Centers for Disease Control and Prevention</td><td>% of Funds: 100%</td><td>CFDA: 93.069</td><td>Federal Grant #: 5U90TP000534-03</td></tr></table>		1. Centers for Disease Control and Prevention	% of Funds: 100%	CFDA: 93.069	Federal Grant #: 5U90TP000534-03																						
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Terms and Conditions: In accepting these grant funds, it is understood that: 1. Expenditures must comply with appropriate state and/or federal regulations; 2. This award is subject to the availability of appropriate funds; and 3. The recipient of these funds agrees to stipulations listed in the incorporated documents.																											
Incorporated Documents: Section A: Assurances; Section B: Description of Services, Scope of Work, and Deliverables; Section C: Budget and Financial Reporting Requirements; Section D: Request for Reimbursement; Section E: Audit Information Request; and Section F: DPBH Confidentiality Addendum Attachment 1: Match Certification																											
Matt Smith, Chairman Washoe County District Board of Health		Signature 																									
Erin Seward Health Program Manager II, PHP		Date 8-28-14																									
Chad Westom Bureau Chief, PAIS																											
for Richard Whitley, MS Administrator, Division of Public & Behavioral Health																											